

4374-20 Box 12
APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Employment & Training Council IBEW Building, Room 146 501 Pulliam Street, S.W. Atlanta, Georgia 30312	Application Number 77-385	
Application Number		Date Received OCT 27 1977	Date Completed JAN 9 1978
2. Person to Contact Jeannie W. Marsh		Working Title Secretary III	Telephone Number 656-3157
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>73-551</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1968 Latest present		5. Records Series Title (followed by title used in office, if different) <u>Titles I and III</u> Manpower Planning File (Georgia Employment & Training Council files)	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Georgia Employment & Training Council (previously the State Manpower Planning Council) is responsible for conducting studies of manpower needs, establishing priorities, allocating Federal training and employment funds and coordinating program implementation at State and Area levels as established under the Comprehensive Employment and Training Act, 1973. Each of these functions are developed into a comprehensive annual State Plan to advise the Governor and to insure funding in accordance with Federal Regulations.			
7. Record Series Description Documents relating to: Included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Federal Regulations, Federal allocations and reporting instructions, BOS planning of training and employment programs. Copies of area and state plans, special study findings, evaluation reports of Area Plans, monthly and quarterly reports of Title I and Title III under CETA, as provided by the Central Records Unit of ESA. Any modifications to the BOS Plan and the sixteen area plans. Also any other correspondence related thereto.	
File is arranged: Alphabetically by subject according to each specific Title under CETA.			
8. Monthly Reference Rate		How often are records referred to which are: One to six months old <u>8</u> ; Seven to twelve months old <u>5</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>0</u> ?	
9. Annual Rate of Accumulation of Records Letter-size drawers <u>X</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Annual Report each Fiscal Year.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Contained in the Georgia Employment & Training Office - BOS Grants
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ 3 years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ 3 years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

CETA Regulations as published in the Federal Register VOL. 41, #124, Part III, dated Friday, June 25, 1976 requires CETA material to be held for three fiscal years.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then.

- ☒ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

RECEIVED

OCT 25

RECORDS MANAGEMENT DIVISION

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Philip A. Jones, Director			

Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Records Committee (Signature)	Date
State Auditor/Designee	[Signature]	1-9-78
Secretary of State/Designee	Canell Hart	Jan 4, 1978
Attorney General/Designee	W. O. Shell	1-9-78

EXECUTIVE DEPARTMENT

THE STATE OF GEORGIA



Executive Order

By the Governor:

WHEREAS: The Comprehensive Employment and Training Act of December 28, 1973 (P. L. 93-203, 87 STAT. 839) under section 107 (a) states that any state designated as prime sponsor shall establish an employment and training council; and

WHEREAS: The State of Georgia has been designated a prime sponsor under the Act by the U. S. Department of Labor; and

WHEREAS: There are Executive Orders dated September 30, 1971; January 25, 1972; May 10, 1972; October 9, 1973; November 27, 1973; June 28, 1974; October 29, 1974 and January 14, 1975 establishing the Georgia Employment and Training Council for the purpose of planning employment and training services, evaluating these services and providing for staff for the Council,

NOW, THEREFORE, PURSUANT TO THE AUTHORITY VESTED IN ME AS GOVERNOR OF THE STATE OF GEORGIA AND PURSUANT TO SECTION 107 (a) (2) OF THE ACT

IT IS HEREBY

ORDERED: That there is hereby established the Georgia Employment and Training Council, hereinafter to be referred to as the Council.

IT IS FURTHER

ORDERED: That the Council shall function and be organized as follows: